
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

**The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.personnel.ky.gov**

September 16, 2011

CORRECTIONAL SERGEANT—(Lyon Co. —Western KY Correctional Complex)—Grade 10—(\$2139.80 - \$2834.88) **MINIMUM REQUIREMENTS:** High school graduate. Must have one year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for the year of required experience. Must be twenty-one years of age.

CORRECTIONS UNIT ADMINISTRATOR I—(Muhlenberg County—Green River Correctional Complex)—Grade 13—(\$2670.20 - \$3554.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for one year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

HUMAN RESOURCE ADMINISTRATOR INSTITUTIONAL – (Oldham County —Regional Personnel) – Grade 13 – (\$2670.20 - \$3554.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have one year of professional experience in business administration, management or personnel. Administrative experience or experience in the preparation, review and/or processing of personnel documents will substitute for the required education on a year-for-year basis.

OFFICE COORDINATOR—(Jefferson County—Div. of Probation & Parole)—Grade 10—(\$2006.08 - \$2657.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two years of business or administrative experience. Additional administrative, business or clerical experience will substitute for the required education on a year-for-year basis.

OFFENDER INFORMATION SPECIALIST I— (Franklin County—Central Office/Off. Info)—Grade 11—(\$2206.92 - \$2923.38) **MIN. REQUIREMENTS:** Grad. of a college or university with a bachelor's degree. Admin., legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II— (Hardin Co.—Div. of Probation & Parole)—Grade 8—(\$1658.16 - \$2196.52) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II— (Woodford Co.—Div. of Probation & Parole)—Grade 8—(\$1658.16 - \$2196.52) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

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(continued)**

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PROBATION AND PAROLE OFFICER I-2 Positions-(Jefferson Co.-Probation & Parole)
- GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE INVESTIGATOR-(Fayette County-Probation and Parole)
GRADE: 12 - \$2427.44 - \$3215.72 **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

WATER AND SEWAGE PLANT OPERATOR II—(Boyle Co.-Northpoint Training Center)
Grade 10— (\$2006.08 - \$2657.70) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years in the operation of a water and/or sewage plant. Must have a valid Class II (or higher) water treatment operator's license and/or a Class II (or higher) wastewater operator's license as issued by the Kentucky Natural Resources and Environmental Protection Cabinet.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://www.personnel.ky.gov/employment/>. For questions regarding Applications, Counseling, Testing, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.